

May 17, 2001

TO: Title I (C) Carl D. Perkins Act Program Managers

FROM: Yvonne V. Davis

RE: Title I (C) Planning Instructions for 2002-2003

Attached is a table of Carl D. Perkins Vocational and Technical Education Act Title I (C) allocations for eligible recipients in the State of Maine for the 2002-2003 program year based on the estimated figures obtained from the U. S. Office of Vocational and Adult Education (OVAE). The 2000-2001 carryover amounts are also shown on the table. Please be aware that these figures may have to be adjusted if the estimates are different than the actual figures.

Since the new census figures will not be available for use until later in 2003, we have been instructed to use the 1997 census update so the amount you will be receiving this Year reflects a slight increase. (6.8%)

Enclosed you will find:

- A) The application package for the completion of your FY 2003 grant submission;
 - 1. Title I © forms
 - 2. Debarment Assurance
 - 3. Contract/Grant Authorization agreement (BP54)
 - 4. Formula breakout
 - 5. Grant Checklist
- B) The required closeout materials for your FY 2002 grant;
 - 1. Financial Yearend Report
 - 2. Annual Project Progress Report
 - 3. Project and Budget Adjustment Forms

Each grantee will need to prepare a new local application for the program year beginning July 1, 2002, incorporating new dates, revised amounts, any program changes and original signatures. A new contract (BP54) and Debarment assurance will also be required. The features of the five-year plan are the same: 50-50 Title I (C) reserves for secondary and postsecondary programs, 30% set-aside for adult training and retraining initiatives carried out in collaboration with local adult education programs, the allocation and use targets of the 8.5% reserve and the accountability system that meet the standards of Perkins III. Please keep in mind that some of the Program Improvement goals for the coming year must "remedy any deficiencies identified through local assessment." The goals should be specific and measurable. The state mandated Self Assessment Survey can be used as a tool to determine the deficiencies that need to be addressed.

As you know the Bureau of Purchases has required that a "Contract/Grant Authorization Agreement" be attached to all new contracts and grant agreements. A copy of that document, together with necessary explanations and instructions, is enclosed with this memorandum. Please fill in the blanks marked with an asterisk and secure an authorized signature. There is no need to fill out the form titled "Rider A" since the information it solicits is already available elsewhere in each Title I (C) application.

Recipients are reminded that, under the provisions of section #133, **any funds that were not expended or obligated by the end of the past program year** (i.e., June 30, 2002) **will be reallocated among all eligible recipients. These funds need to be returned with the financial yearend.**

Recipients are also reminded about the need for timely submission of the year-end reports due on August 1, 2002, the financial year-end report and the annual project progress report. The latter report should recapitulate the goals and objectives set forth in your PY 2K local plan, and summarize both the activities carried out this past year in relation to those goals and objectives, and the impact of those activities.

A separate progress report for each distinct funding/activity category should be submitted (i.e., Program Improvement, Adult Collaborative Initiatives, Services to Special Populations, etc.).

As in past years, *no new (PY 2003) funds can be released prior to our receipt and approval of the year-end reports.* Chronic flagrantly late reports expose the Workforce Education Sub-Team to audit findings that we have failed to exercise proper fiscal controls over Carl D. Perkins Act grants. In addition, they delay redistribution of carryover funds and thus inconvenience the entire community of Perkins recipients.

We also ask all regions and centers to submit their requests for PY 2003 funding on or before September 30, 2002. As you may remember, *we have authorization from OVAE to cancel PY 2003 grant awards to any recipients who refuse to comply with reporting and planning timelines, and to redistribute their allotments to the remaining, compliant recipients.*

For any additional information, clarification or assistance please contact:

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